

Cover Letter

To,

Chief Program Manager,
Reform Support Unit (RSU), SE&LD
Karachi,

Subject: Applying for the post of **Social Safeguard-Specialist** position-based Reform Support Unit (RSU), SE&LD -Karachi.

I am writing to express my keen interest to submit my CV as you invited for the post of Social Safeguard-Specialist, which was recently advertised on your website and local newspapers.

I hold an advance master degree of social science in the field of sociology and recently completed one month organizational management-training form University of *Massachusetts Amherst (UMASS)-USA* with wide range of experience in social development, socio-economic/community impact assessment, resettlement management, gender mainstreaming. With more than 15 years of experience He has gained deep understanding of social, cultural, political, and environmental issues of Sindh province, Pakistan. **Currently implementing Karachi Bus Rapid Transport (KBRT) redline project with Government of Sindh which was financed by ADB under this contract overall responsible at PIU and PPIU level for designing and implementation of LARP in line of ADB SPS 2009 guidelines**, before this assignment I have served for plan International Pakistan in field of resettlement, livelihood assistance as Coordinator Social Mobilization. Plan International was a technical project implementation consultant (PIC) of Sindh Government in executing the World Bank financed project Sindh Agricultural Growth Project Livestock (SAGP-L) component with Department of Livestock and Fisheries (DoLF) engaged to established dairy value chain in ten districts of Sindh.

Mr. Siraj has also worked with Society for Conservation and Protection of Environment (SCOPE) as a Social Mobilizer Specialist as head of Social Development Department (safeguards) for implementation of integrated and multi-sectorial social development programs, including Community Physical Infrastructure (CPI), Social Safety Net, institution development (ID) projects of Pakistan Poverty Alleviation Fund (PPAF) (PPAF is the lead apex institution of country, where responsible to endure land acquisition, resettlement, livelihood restoration, environment, social mobilization, gender, grievances redress mechanism (GRM), health & safety in projects those sponsored by the Government of Pakistan and funded by the world bank and other international donors) those were mainly financed by World Bank and Asian Development Bank. He has also worked with LEAD Pakistan as a Social Mobilizer.

I have excellent skills in using the MS office applications (Excel, word & power point) and internet browsing also could read write and speak the Sindhi, English and Urdu languages.

As someone who is dedicated to providing the highest quality of service at all times, I am always intimately involved in implementing the a Planning and controlling oversee and monitor it until both I and the donors are completely satisfied. The foundation of my success lies in my talent and passion for planning, Implementation and Monitoring & Evaluation. As a highly motivated person I view operational problems as business Challenges and opportunities waiting to be discovered. In every organization I work to bring new energy, fresh ideas and a different way of thinking, Hope you will consider me shortlist for this position to prove my experience and skills there.

You're sincerely,

Siraj Ahmed
03332709758/03331513350

CV**Siraj Ahmed****Phone:** 03332709758/03331513350 **Email:** sirajkhuhro@yahoo.com**Address:** House No. C89, Opposite Bilal Masjid, Clifton Block-2, Karachi**Personal Data:****DATE OF BIRTH**

April 13, 1980

CNIC#

4520847898137

Language:

Sindhi, Secondary, Urdu, Siraiki & English

Qualification:

Master in Sociology (Social Science)

Certification:***Attend one-month Organizational Management Training at UMASS-USA 2019*****Summary of Experiences and Skills:**

Mr. Siraj has earned 15 years' experience in development projects in Urban areas of Sindh province, during this working experiences he prepared and practically implemented compliance of Land acquisition and Resettlement Plan (LARP), Livelihood Restoration Plan (LRP), Social Due Diligence Report (SDDR), Community/Citizen engagement plans, Abbreviated/Resettlement Action Plan (A/RAP) and supervised national/international consultants team during project; Concept/Preliminary/ Detailed design for Sindh Government/ADB/WB as per required standards, policies, guidelines and regulations as agreed in the loan agreement. Furthermore, I can independently lead or conduct Socio-economic surveys, project screening, scoping, social safeguards compliance (Labour Law, Child protection & Women), Censuses and analysis of quantitative and qualitative data to assess the project specific social impacts.

Summary of Experience

Position/Title	Organization	Donor/Partner/Sponsor	From, To
Assistant Director (AD) - Resettlement	TransKarachi	Government of Sindh/SMTA/ADB	June 2022-till to date
Program/Grant Officer North Sindh	DAI/USAID	USAID	April 2019-April 2020
Coordinator Social Mobilization (Social Safeguard)-Sindh	Plan International, Pakistan	World Bank (SAGP-L) project through Sindh Government	Feb 2016 to Nov 2018
Social Mobilization Specialist (Safeguard)-Sindh	Society for Conservation and Protection of Environment (SCOPE)	World Bank through Pakistan Poverty Alleviation Fund (PPAF)	Jan 2008 to Dec 14
Social Mobilizer-Sukkur Khairpur	LEAD Pakistan	USAID	May 2005 to Apr 2007

Link of relevant documents/Reports developed, and Input provided to consultant

Document Type	Year	ADB/WB website Web Link
Social Monitoring Reports	Jul 2022	https://www.adb.org/projects/documents/pak-47279-002-smr-2
Social Due Diligence	Mar 2022	https://www.adb.org/projects/documents/pak-47279-002-ide-0
Social Monitoring Reports	Apr 2022	https://www.adb.org/projects/documents/pak-47279-002-smr-1
Resettlement Plans	Nov 2021	https://www.adb.org/projects/documents/pak-47279-002-rp-2
Social Monitoring Reports	Jul 2021	https://www.adb.org/projects/documents/pak-47279-002-smr-0
Social Monitoring Reports	Apr 2021	https://www.adb.org/projects/documents/pak-47279-002-smr
Resettlement Plans	Sep 2020	https://www.adb.org/projects/documents/pak-47279-002-rp-1
Social Assessment Report	Dec 2015	http://www.livestocksindh.gov.pk/documents/sagpl/Social_Assessment_Report_final.pdf

PROJECT EXPERIENCE

AD-Resettlement:

Planning and Implementation:

- Develop detailed implementation plan to ensure safeguard compliance with support of relevant departments and teams.
- Participate, design and review the ToRs for hiring the supervision consultant at project design advance (PDA), concept and detailed design level stage.
- Take a lead role at project implementation unit (PIU) for supervision of subcontractor of project affected persons (PAPS) censuses assessment, assets inventories, socio economic data collection, and conduct meaningful consultation meetings.
- Lead preparation, implementation of Land Acquisition and Resettlement Plans (LARPs) project and its sub-components.
- Based on detailed engineering design and design review, prepare social safeguards due diligence reports confirming sub-projects with and without LAR impacts including linear plans with clearly marked LAR and non-LAR sections and in notifying the LAR sections to contractors that are not open for construction until the LARP is fully implemented and consolidated through monitoring reports.
- Ensure all compensation and entitlements are paid prior to displacement (or beginning of civil works);
- Ensure that the ADB approved Gender Action Plan's (GAP) activities relevant to TransKarachi operations are implemented.
- Responsible to develop and implement Livelihood Restoration Plan (LRP) through service provider and vocational training institute on soft and Vo-tech skills development.
- Submit Land Acquisition Resettlement Plan (LARP), Livelihood Restoration Plan and gender framework to ADB for review and approval.
- Support to establish citizen engagement framework to ensure and promote community participation in project designing stage,
- Prepare/update and implementation community consultation plans for project construction operation.
- Keep project record for social audit and compliance purpose and update on day-to-day basis.

Trainings/Capacity Building:

- Develop and conduct training sessions for PIU, Consultant and contractor staff involved in project LAR management to improve their understanding on the ADB's safeguards requirements and ensure proper understanding and implementation of RPs/LARPs.
- Design and implement social safeguards capacity building plans for PIU. Conduct awareness sessions on project social safeguard policies, roles and responsibilities of PIU, Consultant Teams and Contractor Community Liaison officers (CLO).

Supervision and Monitoring:

- Supervise screening in term of Involuntary Resettlement (IR) and Indigenous People (IP) impact significance and eligibility of the subproject for social safeguards due diligence and preparation/updating of LARPs/PPs in accordance with provisions outlined in the Resettlement Framework for the Project.
- Supervise census, socioeconomic surveys and consultations with project-affected/displaced persons for drafting the social safeguard documents.
- Track and monitor day to day LAR implementation progress and adjust in implementation schedule to achieve the targeted timelines and provide safeguards related input in project implementation monthly monitoring reports.
- Monitor implementation of RPs/LARPs, consolidate the LARP implementation progress and prepare qualitative social monitoring reports periodically (Quarterly and biannually or as provided TransKarachi Operator of the Karachi Breeze System in the approved LARPs and other project documents) and share with client for review, clearance, and disclosure.
- Conduct periodically monitoring field visits of labour camp, construction site to ensure the social compliance of labour and child protection laws.

Grievances and Redressal Mechanism (GRM):

- Manage and resolve all issues arising from development and/or operation of BRT red line and others being managed by TransKarachi.
- Manage and resolve all social safeguards related grievances arising from development and/or operation of BRT red line and others being managed by TransKarachi.

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Coordination, Documentation and Reporting:

- Develop Social Due Diligences Reports (SDDR) for project subcomponent and categorization project for development of detailed land acquisition and resettlement plans.
- Coordinate with design team during the design stage and discuss and explore design measure/options to avoid/minimize the resettlement and social impacts of subprojects and ensure involuntary resettlement impacts are minimized, if not avoided.
- Ensure maintenance and updating of LAR database.
- Responsible for preparation of bi-annual social safeguard monitoring reports (SSMR) and submission to international financing agencies (ADB, AIIB, AFD & GCF etc.).
- Coordinate and liaise with land acquisition and safeguard focal staff from ADB and other project financiers to discuss any key issues and ensure compliance with applicable regulatory requirements.
- Develop project summary for disclosure with stakeholders and beneficiaries.
- Responsible for supporting the Manager Media Relations in implementing public campaigns, including those identified in the GAP, and ensuring that the messages are effective and reach targeted audiences; and
- Liaison with relevant stakeholders at local and broader level to engage in project implementation process to ensure project participatory monitoring mechanisms and its effectiveness.

Coordinator Social Mobilization (Social Safeguard)

Plan International, Pakistan,
SAGP-L GoS/World Bank

Roles & Responsibilities:

- Developed and implement Project Implementation Plan (PIP), social mobilization, gender mainstreaming strategies.
- Designed and lead socio-economic surveys in targeted villages with community participation.
- Developed focus group discussion FGD, Key Informant Interview (KII) and In-depth Interviews tools for data collection.
- Developed social mobilization strategy considering the World Bank social safeguards guidelines and ensure the community participation in decision-making process. Social mobilization strategy emphasized on gender mainstreaming throughout the project in decision-making.
- Prepare successful implementation of the project environmental assessment instruments/documentation, including preparation of environmental impact/risk assessments and environmental management plans.
- Conduct social impact assessment by applying the social impact screening to Identifying major impacts on health: environmental, social, economic, cultural, and political and analysis the risk with mitigation plans.
- Review and analysis of National land acquisition laws in line of World Bank (WB) operational manual on land acquisition and monitor the voluntarily land donation (VLD) process as per PC-I document. Prepared the comparison matrix document for WB compliance.
- Develop the internal monitoring on regular bases and prepare due diligence report.
- Submit internal monitoring and due diligence reports to donor for verification.
- Provide assistance to technical team in identifying appropriate location for chillers and conduct land resettlement assessments, analysis and provide reports on pre-essentials for chillers installation.
- Monitor the fulfillment of the project-specific social safeguards policies requirements with respect to all project activities, in all direct and indirect contracts.
- Lead the discussion with project affected persons during information disclosure and assessment dialogue meetings.
- Coordination with district level stakeholders for making the compensations arrangements where it does require.
- Carry out site supervision visits during implementation of sub-projects and of other activities related to the Project.
- Conduct periodic site visits, in designated area, to inspect and approve plans and monitor compliance and report to Team Leader.
- Provide specialized social safeguards related inputs in the elaboration of technical specifications for various assignments.
- Responsible for receiving the project related grievances and comply as per developed strategy at designing level. Registered the verbally and written grievances of project beneficiaries.

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- Design ToRs for hiring the independent consultants for implementation of social safeguards.
- Assist Team Lead to ensure that activities are completed within the specified timeframe and to acceptable level of technical and programme quality.
- Leading the development and application of appropriate safeguard policies
- Capacity enhancement of public and private sector practitioners on social safeguards /methodologies in targeted districts.
- Develop and submit weekly, monthly and quarter progress report and make ensure that safeguards related issues; mitigation and gender segregation data is properly reported.

Social Mobilization Specialist (Social Safeguard Department) Society for Conservation & Protection of Environment (SCOPE)

PPAF/WB/ADB, Bioclimate, IUCN, USAID Wateraid, Tearfund-UK

Brief note on PPAF III and World Bank Partnership in 2009 to improve poverty outcome:

The World Bank's Third Pakistan Poverty Alleviation Fund (PPAF III) Project started in 2009 has an aim to improve poverty outcomes through an approach of consolidation and saturation in targeted areas, a stronger focus on the marginalized groups of the most vulnerable and poorest households including women, and through integrated approaches to livelihood enhancement. The Environmental and Social Management Framework (ESMF) was prepared at the project preparation stage of the PPAFIII Project. This fifth edition is an upgraded version of the ESMF to incorporate new interventions and schemes introduced by PPAF. The Environmental and Social Management Framework (ESMF) has been developed to set out the environmental and social assessment procedures required by PPAF and its POs to assess the environmental and social effects by PPAF supported interventions.

These assessment procedures are designed with a view to obviate interventions with significant negative environmental and social impacts. ESMF provides guidelines and technical and legal instruments to minimize potential negative impacts by incorporating mitigations at the design stage, and subsequently implementing them at the implementation stage of the interventions.

Roles & Responsibilities:

- Developed and implement socio-economic qualitative and quantitative surveys.
- Support to the senior management in developing community infrastructure and community development and other projects framework/plans and monitoring project progress.
- Designed and lead to conduct social assessment and identify the project impact in local community development.
- Review project plan, design, cost, and bid documents to ensure environmental and social factors and mitigations are incorporated, and they are in harmony with environmental and social requirements.
- Prepare guidelines, tools and notes for use in the project based on relevant environmental and social policies, acts and regulations/ directives of the Government of Sindh/Pakistan and relevant safeguard policies of World Bank.
- Ensure that each activity under the project is subjected to the Project ESMF process and procedures, and carry out environmental screening of activities, and prepare specific Environmental Management Plans (EMPs).
- Prepare environmental information materials and help the client in disseminating the information to the relevant stakeholders; and organize environmental and social orientation & awareness, consultations, and training programs.
- Developed and operationalized a social mobilization strategy by defining verifiable indicators and targets. Developed a Community Institutions Maturity Index to review the capacities of community institutions such as media, unions, community-based organizations (CBOs) and other civil society organizations (CSOs).
- Developed a field based social audit plan to review the performance of community-based organization and community institutions; conduct periodic audits.
- Ensure that each tier community institution plays the role as suggested in the standard operational plans (SOPs) through gender mainstreaming.
- Engage community, stakeholder in consultation on coordination and planning, collaboration on implementation, and especially feedback on M&E of service delivery.
- Obtain citizens' feedback on the results and lessons learned from previous interventions and their involvement in planning for current priorities and in collaborating to implement the proposed interventions.
- Develop and initiate the social assessments tools of assessment in project area.
- Review of the ethnic minorities' development plan and supervision of its implementation
- Assess the robustness of the consultation process for the preparation and implementation of the resettlement action plan as well as the Ethnic Minorities Development Plan

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- Provide basic orientation and training to local organizations and stakeholder potentially involved in projects under preparation.
- Participate in the review and clearance of project documents for compliance with PPAF safeguards guidelines.
- Assess the robustness of the consultation process required for the preparation and implementation of the resettlement action plan.
- Supervise land acquisition and involuntary resettlement activities in projects under implementation.
- Initiate and review terms of reference for the conduct of social assessments required to inform project preparation.

Gender Mainstreaming:

- Ensure Gender mainstreaming at the institutional level and social development, including, participatory planning and poverty-related issues across social sectors in rural agriculture and reduce the gender gap in rural development-induced social, economic, and environmental vulnerabilities
- Provide guidance on the use of performance indicators and evaluations to reflect progress toward gender equality outcomes and impacts throughout the life of the project.
- Enhanced the Skills and Knowledge of Men and Women member, Landless People on organization management.
- Trained representatives of community organizations (PO's) and farmers organizations (FO's) in democratic process, group administration, conflict resolution, business management, etc through culturally sensitive and locally proven participatory approaches, with special reference to gender perspectives.

Compliance Monitoring:

- Liaise with other organisations/entities engaged in similar activities in same targeted area.
- Develop and implement tools for both qualitative and quantitative surveys.
- Organize the donors safeguard or social development sectors and others stake holder's field visits.
- Participate in developing and implementation of external evaluations.
- Trained to field based PPAF project staff to ensure environment social management plans are properly implemented in line of donor guidelines.
- Ensured to implement the social and environment aspects of ESMF.
- Ensured to supervise the preparation and implementation of ESMPs as per PPAF guidelines in all activities.
- Collect analyses and interpret field data regarding social and gender aspect of the project initiatives.
- Closely Monitoring of ESMP implementation task defined in framework as per donor requirements
- Review the ESMP submitted by field staff to head office for monthly reports of donor.
- Supervise and monitor ESMP Consultants for all tasks defined in the ESMF particularly preparation and implementation of ESMPs
- Review the monitoring reports of M&E officers and project coordinators.
- Carried out frequent field visits and supervise the implementation of ESMP as per PPAF guiding documents.
- Trained field-based teams on social and environment requirements of safeguard police and ensure its implementation.

Capacity Building

- Lead, identify, assess, and monitor overall capacity building needs on environmental safeguards within the organization.
- Lead, develop and administer as needed technical assistance (TA) and other training programs for capacity building for staff, SCOPE stakeholders and communities.
- Lead and work to develop projects or programs with a specific safeguards or environmental focus.

Managing and reporting Grievances Redress Mechanism (GRM) process:

- Disclose project interventions information in communities
- Engage the local communities in project implementation process.
- Displayed Community feedback and complains boxes in community.
- Keep tracking of community complain registered and follow up with responsible departments.
- Obtain Community/citizens' feedback on the results and lessons learned from previous interventions and their involvement in planning for current priorities and in collaborating to implement the proposed interventions, also design and implement GRM for project beneficiaries and stakeholder suggestions for future interventions and trained field based teams (Social Mobilizers, Field engineer, environment engineers, agriculture officers and unit managers) to brief the communities on benefit of GRM and its process.

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- Established free toll numbers for GRM and aware to community on process.
- Established GRM in all field offices and kept complain recording registered and displayed phone numbers and process.
- Displayed complain boxes at community level and displayed complain recording process.

Social Mobilizer

LEAD Pakistan
PPAF/World Bank

Roles & Responsibilities:

- Conduct baseline data and share the extract of information with senior management.
- Form the community groups for engagement in school developed process.
- Trained community groups school development plans.
- Trained community groups for monitor the school progress and supervise developed work.
- Trained community groups on record keeping and social audits.
- Support in consultation with field project staff to identify needs of Project database.
- Support the project team in using standardized data collection and reporting tools.
- Participate in various capacity building activities as initiated and assigned by the social mobilization unit.

ACADEMIC & CREDENTIALS

- Master in Sociology from Shah Latif University Khairpur Mirs Sindh-2008.
- Bachelors in social science from Shah Latif University Khairpur Mirs Sindh-2003
- Intermediate (Premedical) from BISE Sukkur-1998
- Matriculation (Science) from BISE Sukkur-1996
- Certification Course on Project Management organized by COMSAT Islamabad 2013

IT SKILLS:

- MS Office Tools (Word, Excel & PowerPoint).
- Internet Applications.
- SPSS
- MS Project

TRAININGS AND WORKSHOPS:

- 5 Days Training on **Environmental Degradation and Impact assessment** organized by Tearfund-UK 2012
- 5 Days Training on **Project Cycle Management** organized by Tearfund-UK 2012
- 3 Days training on **Proposal Writing** organized by Redr-UK 2011
- 2 Days Training on **Monitoring & Evaluation** organized by Redr-UK 2011
- 2 Days training on **Advance Monitoring & Evaluation** organized by Redr-UK 2011
- 3 Days **Behaviour Change Communication** organized by UNICEF 2009
- 3 Days Training on **Social Mobilization** organized by PPAF 2008

STRATEGIES/GUIDELINES/REPORTS DEVELOP:

- Social Safeguard Monitoring Reports (SSMR)
- Special Monitoring Report
- Social Due Diligence Report (SDDR) for biogas Plan
- Project Implementation Plan (PIP) developed for SAGP-L Project
- Social Mobilization strategy for SCOPE
- Situation analysis (Base line survey) for SCOPE program)
- Knowledge attitude survey tools developed for SCOPE
- ToRs developed for water management committee for SCOPE projects
- ToRs Developed for Climate Smart Agriculture (CSA) for SCOPE
- Activity scope document develop for SCOPE WASH project

SKILLS BASE AND CORE COMPETENCIES:

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- Socio-economic baseline data collection and analyses
- Identification and assessment of potential negative environmental impacts and benefits through the review and manipulation of data and specialist studies.
- Social Impact Assessments (SIA)
- Data gathering and analysis
- Public hearing to disseminate the information
- Qualitative and quantitative social research
- Stakeholder engagement
- Public Participation process
- Report writing and review
- Social mobilization and citizen engagement
- Involuntarily Resettlement policy
- Child centred policies (Child Protection Policies)
- Labour Laws and social safety nets
- Social risk assessment,
- Health and safety plans, social impact assessments
- Conflict resolution,
- Land acquisition and resettlement planning and implementation,
- Social and land use planning aspects,
- Monitoring, evaluation and audits
- Women Empowerment and participation

TRAINING IMPARTED TO STRENGTHEN THE CAPACITY OF COMMUNITY BASED ORGANIZATIONS (CBO's):

- Trained field teams on basic data collection tools such as focus group discussion (FGD), Open ended questionnaire, close ended questionnaire and other PRA tools.
- Community dialogues on women rights, Violence against Women (VAW), tolerance & social harmony and democracy under three different projects on women rights, tolerance and social harmony and democracy in Sindh.

Training for Strengthening of Social Mobilization:

- Field staff capacity building on ADB SPS 2009 policies and guidelines
- Woman leadership & Management Training for woman.
- Social & Environments awareness trainings for LSOs & staff.
- Enterprise or small Business development Training.
- Enterprise Record keeping training.
- Market Linkage development Training for vocational and non-vocational Businesspersons
- Productivity Enhancement Training (Agric, Stock, Enterprise Development)
- Three tire Social Mobilization Training.
- Trained to field staff on ESMP and PPAF safeguard polices.
- Trained to field-based staff on gender mainstreaming
- Training for junior staff on How to conduct dialogue with community.
- Training on the gender and development.
- Training on How to conduct the Broad base community meeting.
- Training on the Child centred Community development for staff and community.

References:

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